



**JOB POSTING
TOWN OF FOXBOROUGH**

**SUBSTITUTE LIBRARY ASSISTANT
BOYDEN LIBRARY**

The Boyden Library, Town of Foxborough, seeks applicants for the position of Substitute Library Assistant.

Duties include but are not limited to: Performs circulation desk duties at either Adult or Children's Public Service Desks. Answers telephone, checks materials in and out, issues library cards, processes patron reserve requests, and provides basic library information. Performs other related duties as required.

Substitute Library Assistants provide public service desk coverage as needed to cover staff vacations, sick leave, etc. May work day, evening, or weekend hours. This is an as-needed, non-benefit position.

Qualifications: High school education; Public or school library experience preferred. Experience with automated library systems and personal computers desirable. Ability to communicate effectively with library patrons of all ages.

Compensation: \$16.43 per hour, non-benefit position

Applications will be accepted online only and should include resume and three references. *To Apply:*

<https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/>
BY MAY 27, 2016.

POSTING DATE: MAY 13, 2016

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.